


<b>CORONAVIRUS POLICY</b>		
Last Reviewed: 6/18/2020 Effective: 06/18/2020 Primary Approver(s): City Manager		Page: 1 of 1
<b>TITLE: COVID-19 REPORTING PROCEDURES</b>		

**COVID-19 Employee Reporting Procedures**

If an employee tests positive for COVID-19, the individual should notify Human Resources immediately and not report to work until cleared by a physician. If the employee has had close contact with other members of their department or close contact with other City employees, Human Resources will make a determination of the appropriateness of notifying the Department Head that a potential exposure may have occurred within an appropriate time frame. It will then be determined if the entire facility in which the employee reports to will also be notified of a potential exposure.

If an employee has had close contact or lives with a family member who has tested positive for Covid-19, the individual should contact Human Resources immediately and not report to work until completing a 14 day quarantine period at home. The employee may return to work after 14 days if no symptoms develop or if cleared by a physician.

Human Resources will not disclose the identity of an employee or employee’s family member who has tested positive, or anything specific about his/her medical condition or symptoms, to others in the workplace. Under the Americans with Disabilities Act (ADA), any information regarding the medical condition or history of an employee that an employer obtains as part of an examination or inquiry into a disability could constitute a confidential medical record that can be disclosed only to certain individuals in limited circumstances. The Family Medical Leave Act (FMLA) also prevents the disclosure of records related to medical histories in connection with an employee's leave request or eligibility. The Equal Employment Opportunity Commission (EEOC) and some courts have gone further and taken the position that any information concerning an employee's medical condition is protected under the ADA or FMLA.

**Employees testing positive, or living with persons confirmed positive will be contacted by the NH Department of Health and Human Services for contact tracing and follow up.**

This policy may be updated as more information regarding Covid-19 becomes available, or the risk level in the community changes.